

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, July 28, 2015**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:01 p.m. on Tuesday, July 28, 2015.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Graves, Kroeger, Schulz, Tucker, and Strack.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None.**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **None.**

Staff members present were Director Dan Gibble, Jeff Donahoe, Sarah Elm Rex, Jackie Hienbuecher, Kirk Lundbeck and Recording Secretary Jeanette Freeman.

**Guests at the Board meeting were:**

None

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda.  
Commissioner Tucker seconded the Motion.

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the June 30, 2015 Regular Meeting Minutes.  
Commissioner Schulz seconded the Motion.

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

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**Public Input** – Director Gibble noted that Sarah Elm Rex will be showing some of the features on the new website. Visionary Webworks will host and created the website. Sarah made a presentation of the new website. She also went over some of the features of the new website.

**Claims and Accounts Approval**

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$193,108.72.  
Commissioner Kroeger seconded the Motion.

**Roll Call**

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

**Correspondence –**

Family of Phyllis Castenson  
EZ Links Golf – Kirk Lundbeck  
Ladies of Lilac Thank You  
Clubhouse Rental – John & Jayne Menne  
Daily Chronicle DeKalb County's Finest Golf

- President Strack congratulated Kirk on being voted DeKalb County finest Golf Course. Commissioner Graves noted it looks great and all the efforts are appreciated. Commissioner Kroeger was in agreement also.

**Department Presentation – Supt. of Parks Jeff Donahoe-Tree Removal/Replacement**

**Information.** Supt. of Parks Donahoe handed out a tree replacement schedule. He updated the Board where we are at in the process this year, which has taken longer with the flooding. He handed out an overview picture, along with a list of trees planned for replacement. Director Gibble noted we are starting the tree program and phasing out the bench program. We will keep a database of where the trees go. Supt. of Parks Donahoe gave thanks to Sarah for helping to put together a brochure for tree donation. This will be handed out and will also be on the website.

**Old Business –**

**Report of Action 2020 Committees** – President Strack noted he is having a meeting for the Trails Committee for August 19<sup>th</sup>. This will be held at the Maintenance Building and will be an informational meeting.

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**Chamber Golf Outing** – Director Gibble noted Chamber Day is August 6<sup>th</sup>. Commissioners Tucker and Strack along with Jeff and Jackie will be golfing. Jackie is taking Dan’s place since another meeting has come up. They will be paired in 2 with businesses with no 4-some.

**South Prairie School Use Considerations** – Director Gibble noted everything has gone smoothly to this point. All the painting is done and everything is out of the building. We are down to the carpets and the mats. The mats are being cleaned and when dry will be moved to South Prairie. Once all the mats are up, we will have the carpets cleaned and then do a walk through with C & L. At the South Prairie building, we still need to install the AED and hall desk. We will then look for part time building attendants.

**Park/Facility Tour Planning** – This has been cancelled at this time.

**Update on Sports Complex Plans** – Director Gibble noted he gave them a timeline. There has been some modifications to the South Complex based on previous conversations. He also noted he hopes by December we should have a good sense of what all the projects will cost. We are waiting for the Springfield budget to be passed for grants to be released. We will be getting a comprehensive survey of the complete park and get locations.

**Re-Visit Board By-Laws** – Director Gibble noted this is an extension of the discussion from the last meeting. He is suggesting to consistently refer to as either By Laws or Operations Manual. President Strack noted he recommends to reinstate the benefits and reverse the decision made before for Full Time employees and Board families.

**Motion**

Commissioner Schulz made a motion to approve the changes recommended. The motion was seconded by Commissioner Kroeger.

Director Gibble noted we cannot change the personnel manual at this time, since it was not on the agenda. We can modify the By-Laws tonight and then bring back the change to personnel manual next meeting.

**Motion**

Commissioner Schulz withdrew her motion. The motion to withdraw the motion was seconded by Commissioner Kroeger.

**Motion**

Commissioner Tucker made a motion to modify the By Laws to reflect that it is referred to as By Laws and not Operations Manual.

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

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**New Business -**

**Bi-Annual Review of Executive Session Minutes** – Director Gible noted he is recommending all of FY 2012 except January 24, March 27, May 22, July 24, and September 25 be released. This would include staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.

**Motion**

Commissioner Schulz moved to approve as recommended. . The motion was seconded by Commissioner Tucker.

**Roll Call**

President Strack called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

**Setting of Date for Next Study Session – There was no need at this time to set a date.**

**Public Input** – None

**Motion**

The Board adjourned the Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

**Voice Vote**

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 5-0.

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District